**REQUIRED REPORTING SCHEDULE**

**1. CONTRACTED FUTURE EVENTS –** **Due monthly by the 10th of the month**

Offeror must submit a report to Department Contact or designee detailing contracted future events being serviced by Offeror, including a summary of services to be provided, contract amount, and commission amounts by service and commission categories sorted by month.

**2. PRIOR MONTH’S EVENTS** **– Due monthly by the 10th of the month**

This report will detail all events serviced in the prior month, including services provided, commissions earned, contract amount, and commission amount sorted by service and commission category. The details should support the amount of commission forwarded by the City. This report will be provided to the City in a format approved by the City and may be modified at the City’s request.

**3. SEMI ANNUAL REVENUE COMMISSION PROJECTIONS** **– Due every September**

**1st, and February 1st, annually**

The City’s fiscal year (FY) begins on July 1st and ends on June 30th. Offeror must

provide a projection of commission revenues to be paid to PCC for the current FY and upcoming FY beginning September 1, 2018. In September offereor will provide updated projections for the current fiscal year and new projections for the following fiscal year. In February offeror will provide update projections for both the current and future fiscal years. The semi-annual actual and projected commission reports must be submitted to

the Department Contact or designee.

**4. ANNUAL COMPETITIVE REVIEW** **– Due July 1, 2026 and annually thereafter**

Offeror will conduct an annual review for comparison to industry standards and similar regional and national convention center facilities a/k/a PCC’s competitive set after the first year of the contract for rigging equipment rental days and all labor positions. The annual competitive review results will be submitted to the Department Contact or designee and may be the basis for consideration of requested rate increases.

Beginning on July 1, 2026, the Annual Competitive Review, for all services, will be submitted to Department Contact no later than October 30th annually and will be the basis for consideration of Offeror requests for rate increases. Increases will be subject to the approval the PCC Director or designee.

**5. EQUIPMENT REPORT – Due January 15th and annually thereafter**

Offeror will provide City annual updates on any equipment upgrades or changes.

**6. OFFEROR’S SALES EFFORTS AND MARKETING PLANS** – **Ongoing**

Except for the 200 Level West, Offeror shall contact each event client and/or their agent to determine audio-visual requirements and to sell services. Offeror shall develop clear,

concise, and professionally written proposals for client review and acceptance. Computer Aided Design (CAD) drawings of services offered shall be provided if practical and appropriate. Color renderings of proposed sets, creative overview of the event, and a full presentation at the client’s offices shall be provided as appropriate. Offeror may convey to clients, potential clients, or audio/visual companies that they are the Preferred Provider of audio-visual services at PCC, however making it clear that rigging services and house audio system sound patches are exclusively provided by Offeror.

Offeror’s marketing efforts shall include developing marketing plans to use in tandem with PCC Sales and Marketing staff efforts to ensure a collaborative approach of marketing efforts. Marketing efforts shall include, but are not limited to: marketing materials such as website links, hard copy and/or electronic pamphlets, flyers, packets, etc. that can be provided to clients by PCC sales staff. All materials shall be reviewed and approved by the PCC Director or designee, and shall include, at a minimum, a description of the services available, price lists, contact information, and instructions on how to place an order. Offeror shall also manage their company website and include links to the PCC website.